

**Job Opportunity Bulletin: 03-067****Final Filing Date: Jan. 2, 2004 or until filled.****Re-release****Position:**

Office Assistant (Typing)

**Salary:**Range A \$2,003 - \$2,435  
Range B \$2,172 - \$2,641**Location:**Facilities Development Division  
1600 Ninth Street, Room 420  
Sacramento, CA 95814***FREEZE EXEMPTION APPROVED*****General Statement:**

Under the direct supervision of the Staff Services Manager I and with lead direction from the Executive Assistant, the incumbent will provide general clerical support for the Program, Policy and Operations Support Section (PPOSS) and serve as the Division Receptionist. Hours of work to cover business hours of 8:00 am to 5:00 pm.

**Duties:**

- Serve as the Division Receptionist: answer and direct incoming telephone calls; take messages and route them via electronic mail and/or in writing; greet clients and notify staff of their arrival; and open, stamp and distribute incoming mail.
- Act as a liaison between Division and the Department's Personnel Office regarding time reporting and leave balance issues. Coordinate requests for leave with PPOSS supervisors. Review all timesheets to verify forms are completed correctly and have appropriate approval signatures. Ensure all time reporting information is submitted to Personnel in a timely manner. Verify and input information into Division's various databases including the Overtime Database, Forecast Database and the Logbook Database System.
- Perform other related clerical duties as required to support the Program Policy and Operation Support Section staff, including but not limited to: type, proofread, file, photocopy, fax and mail various documents; edit correspondence for grammar, spelling and clarity; schedule meetings, secure travel arrangements and process travel expense claims; and update and maintain various computer data files and rosters.

**Desirable Qualifications:**

- Good working knowledge of personal computers, Microsoft Office Suite, and GroupWise.
- Ability to handle multiple priorities and deadlines.
- Demonstrated reliability, punctuality, and attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, professional staff, co-workers and the public.

**Who May Apply:**

Applications will be accepted from candidates currently eligible for lateral transfer or list appointment to this class. Applicants with list appointment should attach a copy of their notice of test results. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed. Interested parties should submit a standard State application form #678 and a resume to:

OSHPD - Facilities Development Division  
Attention: Nikole Freeman  
1600 Ninth Street, Room 420  
Sacramento, CA 95814

For further information contact Pat Friel at (916) 654-8458. # 03-067